

City of Morrow

Job Description

JOB TITLE: *City Manager*

STATUS/GRADE: *Exempt / 60*

DEPARTMENT: *Executive*

Revised: December 10, 2013

JOB SUMMARY: *This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Morrow. Work involves managing and supervising all departments of the City to achieve goals using available resources. Some responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions, current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.*

MAJOR/ESSENTIAL DUTIES:

- *Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities.*
- *Ensures that all City operations are performed within available resources.*
- *Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes.*
- *Provides professional advice to the Mayor and City Council and direction to department heads.*
- *Communicates official plans, policies, and procedures to staff and the general public.*
- *Prepares and administers annual City budget; monitors revenues and expenditures by assigned areas to ensure that City operations are performed within budget and to ensure sound fiscal control.*
- *Advises the Mayor and City Council of financial conditions and of current and future City needs.*
- *Prepares a variety of studies, reports, and related information for decision-making purposes.*
- *Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.*

- *Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.*
- *Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws.*
- *Tracks legislative issues and ensures that the City stays abreast of and in compliance with new Laws.*
- *Attends all City Council meetings, local, regional, and state meetings regarding policies and issues that impact the City.*
- *Serves as liaison to City Boards and communicates directives and addresses issues of City Council.*
- *Performs other related duties as assigned, necessary or required.*

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- *Modern policies and practices of municipal government.*
- *The principles and practices of public human resources management.*
- *Personnel management practices.*
- *The techniques used in the grant application process.*
- *Governmental accounting principles and audit procedures.*
- *City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations.*
- *Budget preparation and finance.*
- *The function, organization, activities of the city and operations of all city departments.*
- *The city's demographic and economic profile, including its industrial base.*
- *The principles and practices of effective public relations.*
- *State and Federal laws in all areas applicable to city government, including unemployment, wages and hour, EEOC, taxes, workers' compensation, pensions, and others.*
- *Ability to develop short and long range plans.*
- *Ability to establish priorities and organize work.*
- *Skill and ability in management and supervision.*
- *Skill and ability in oral and written communication.*
- *Skill and ability in preparing and administering municipal budgets.*
- *Skilled in planning, organizing, staffing, and directing the efficient and effective deliver of City services, programs and functions through subordinate staff.*
- *Skilled in providing responsive advice and staff support to the Mayor and Council.*
- *Skilled in preparing and analyzing comprehensive reports.*
- *Skilled in establishing priorities and directing the allocation of City resources.*
- *Skilled in communicating clearly and concisely, effectively, verbally and in writing.*
- *Skilled in establishing and maintaining effective working relationships with employees, City officials and the public.*
- *Skilled in efficiently and effectively administering a municipal government.*

SUPERVISORY CONTROLS: *This position is under the general supervision of the Mayor and City Council.*

GUIDELINES: *This position uses City Ordinances, City Charter, Personnel Rules & Regulations, Comprehensive Safety and Loss Prevention Control Program, State and Federal Laws, and recognized accounting, human resources, construction, and public safety guidelines as references in completion of duties.*

COMPLEXITY: *This employee is required to learn and understand information from routine to very complex, involving the need for extensive research, decisions considering many different sources, and detailed report writing to complete assignments. Employees in this position must be able to make independent responsible judgments quickly and accurately.*

SCOPE AND EFFECT: *Requires the ability to compare and/or judge the readily observable functional, structural, financial or compositional characteristics, (whether similar to or divergent from obvious standards), of data, people, and/or things.*

PERSONAL CONTACTS: *Contacts are typically co-workers, employees, local, federal and state officials, attorneys, vendor's, business owners, and the general public.*

PURPOSE OF CONTACTS: *Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.*

PHYSICAL DEMANDS: *This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.*

WORK ENVIRONMENT: *The person serving in this position will typically work in an office environment. However, he/she is expected to work routinely at job sites which will include hazardous (hard-hat) environments, and outdoors including inclement weather situations.*

SUPERVISORY RESPONSIBILITIES: *This employee is the chief Personnel Officer for the City. They have direct supervisory responsibilities for department heads/managers approved by the Mayor and Council in the organizational structure. They additionally have indirect responsibility for the actions of all City employees through appropriate department heads/managers.*

MINIMUM QUALIFICATIONS:

- *Must be able to perform all essential duties.*
- *Must have a valid Georgia driver's license.*
- *Must have an acceptable Motor Vehicle Report (3 years).*

- *A Bachelor's Degree in Public Administration, Business Administration (or related) required from an accredited College or University, with three (3) to five (5) years of experience in local government; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for the position.*
- *Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three (3) to five (5) years of related experience.*
- *The City Manager shall be appointed by and serve at the pleasure of the City Council. Such person shall be selected solely on the basis of executive and administrative qualifications with special reference to knowledge of and actual experience with municipal management. The City Manager need not be a resident of the City or the State at the time of appointment.*

PREFERRED QUALIFICATIONS:

- Master's Degree in Public Administration or related field from an accredited College or University.